

**Proposal Review Committee**  
**January 4, 2012**  
Government Support Service's Administrative Offices  
Enterprise Business Park  
100 Enterprise Place, Suite 4, Dover, Delaware

**Public Session: 8:30 a.m.**

The Proposal Review Committee (PRC) met on January 4, 2012, to discuss the analysis of competitive bids submitted for the Medical Benefit Administrative Services RFP for the Group Health Insurance Program and interview the finalists. The following committee members were present:

**Attendees**

Brenda Lakeman, OMB, Director, Statewide Benefits  
Faith Rentz, OMB, Deputy Director, Statewide Benefits  
Laurene Ehemann, OMB, RFP and Contract Coordinator, Statewide Benefits  
Ann Skeans, OMB, Program Lead, Statewide Benefits  
Teri Strawder, OMB, Program Lead for DelaWell, Statewide Benefits  
Wendy Brown, Department of Health and Social Services  
Jim Craig, Department of Finance  
Lori Christiansen, Office of Controller General  
Erin Guerke, Office of the Treasurer  
Jenifer Vaughn, Delaware Insurance Department  
Amy Quinlan, Administrative Office of the Courts  
Dave Craik, Director of the Pension Office  
Jim Christ, AonHewitt Consulting  
Kathleen Goffredo, AonHewitt Consulting

**Introductions/Sign In**

Ms. Lakeman called the meeting to order at 8:30 a.m.

**Approval of Minutes**

Ms. Lakeman requested a motion to approve of the minutes from the December 20, 2011, meeting of the Proposal Review Committee. A motion was made by Ms. Brown and seconded by Ms. Vaughn. The motion was approved with unanimous voice vote.

**Discussion of the Medical Benefit Administrative Services RFP**

Ms. Lakeman requested a motion to move into executive session to discuss the analysis of competitive bids and conduct interviews of two of the four finalists. Ms. Christiansen made the motion and it was seconded by Ms. Brown. Upon approval of the motion by unanimous voice vote, the PRC moved into Executive Session at 8:32 a.m.

Upon conclusion of the Executive Session, a motion was made by Ms. Brown at 4:13 p.m. to move back into the Public Session and Ms. Christiansen seconded. Upon approval of the motion by unanimous voice vote, the PRC moved into Public Session at 4:14 p.m.

**Adjournment**

There being no further business, Ms. Lakeman requested a motion to adjourn. Ms. Guerke made a motion to adjourn and Ms. Strawder seconded. Upon unanimous voice approval, the meeting was adjourned at 4:15 p.m. Please note there were no public attendees.

Respectfully submitted,



Laurene M. Ehemann  
RFP and Contract Coordinator